

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Melissa Carswell and Dave Schade			JOB NUMBER (JN) 104418	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS Research options for the estimation of traffic on Michigan's local road system (functional classifications 8, 9, 19)				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input checked="" type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

☐ BUREAU OF HIGHWAYS ☒ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☐ NO ☒ YES DATED 1/1/09 THROUGH 8/13/09

<input type="checkbox"/> Prequalified Services – See page ____ of the attached Scope of Services for required Prequalification Classifications.	<input checked="" type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☐ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

****For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☒ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER
Five

PROPOSAL/BID DUE DATE
November 12, 2008

TIME DUE
4:00 pm

PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager

☐ MDOT Other

Melissa Carswell, Bureau of Transportation Planning,
Asset Management Division, Data Collection
PO Box 30050
Lansing Michigan 48933 (regular mail)

Melissa Carswell, Bureau of Transportation Planning
Asset Management Division, Data Collection
425 West Ottawa
Lansing, MI 48913 (overnight mail address)

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail**OR****Lansing Overnight Mail**

☐ Secretary, Contract Services Div - B470
Michigan Department of Transportation
PO Box 30050
Lansing, MI 48909

Secretary, Contract Services Div - B470
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

☒ Contract Administrator/Selection Specialist
Bureau of Transportation Planning B470
Michigan Department of Transportation
PO Box 30050
Lansing, MI 48909

Contract Administrator/Selection Specialist
Bureau of Transportation Planning B470
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100G – Certification of Availability of Key Personnel

5100I – Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

**MICHIGAN DEPARTMENT OF TRANSPORTATION
BUREAU OF TRANSPORTATION PLANNING**

ADDITIONAL RFP INFORMATION

Research methods of estimating traffic on Michigan's local road system (functional classifications 8, 9, and 19).

TIER I SELECTION

SUBMITTING PROPOSAL:

Disregard instructions on 5100H, TIER I Selection page limits. There are NO page limits for the proposal submitted in response to this RFP only.

If you have any questions pertaining to the lifting of proposal page limits, please contact Kathy Popoff at popoffk@michigan.gov.

All proposals with a minimum score of 80 out of a total of 110 points, will be considered acceptable and will have their bid opened. Scoring criteria is outlined on form 5100C, attached as part of this RFP. Items marked on form 5100B will be scored.

The selection team will complete one consensus score sheet.

DESCRIPTION (If no JN/CS)
November 12, 2008

ALL OTHER SPACES REQUIRED

Selection Criteria	VENDOR NAME:		Tier II		Tier III	
	<input type="checkbox"/> Vendor does not appear to have any conflicts of interest concerning this service. <input checked="" type="checkbox"/> Vendor has met DBE goal or has approved waiver if DBE goal was assigned.	Comments: ** 4:00 pm	Total Possible	Score	Total Possible	Score
			**	**	**	**
Understanding of Service. Describe understanding of the service, innovations, and/or safety program intended to be proposed. This information is to be based on the scope of services.			35		35	
Qualifications of Team. Provide organization chart, if required. Describe the structure of the project team including the roles of all key personnel and sub vendors. For each sub vendor, describe role in service and include what percent of the named role that the sub vendor is expected to provide. Provide resumes for each of the key staff of the prime and sub vendors stated above.			50		50	
Past Performance. Take into consideration performance evaluations done by MDOT and any references offered by vendor. The total average score for each primary prequalification classification as well as the total overall average score for each vendor must be obtained from SVES/CES and listed here.			20		20	
Quality Assurance/Quality Control Process. Outline plan for this service including background information of selected manager for this service. Person performing the quality control review must have extensive experience with MDOT standards and practices.						**
Location. The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity. The combination of location and percentage of work performed in Michigan should not exceed 5 points. (See <i>guideline for scoring above</i>).			5		5	
Presentation. General evaluation of quality of presentation and technical proposal.			75/110		75/120	**
			75/110		95/140	
SELECTION TEAM NAME		SELECTION TEAM MEMBER SIGNATURE	DATE			
SELECTION TEAM NAME		SELECTION TEAM MEMBER SIGNATURE	DATE			
SELECTION TEAM NAME		SELECTION TEAM MEMBER SIGNATURE	DATE			
SELECTION TEAM NAME		SELECTION TEAM MEMBER SIGNATURE	DATE			

**MICHIGAN DEPARTMENT OF TRANSPORTATION
BUREAU OF TRANSPORTATION PLANNING**

**SCOPE OF SERVICE
FOR**

Research methods of estimating traffic on Michigan's local road system (functional classifications 8, 9, and 19).

LOCATION:

**425 W. Ottawa
VanWagonner Transportation Building
Lansing, Michigan**

PURPOSE DESCRIPTION:

The Michigan Department of Transportation (MDOT) is seeking statements of qualification from firms interested in providing research methods of estimating traffic on Michigan's local road system (functional classifications 8, 9, and 19) as required by Federal Highway Administration (FHWA) for the Highway Performance Monitoring System (HPMS) Program.

The Consultant shall provide, to the satisfaction of the Department, identified research methods that meet FHWA requirements for traffic estimation on local roads.

ANTICIPATED START DATE:

January 1, 2009

ANTICIPATED COMPLETION DATE:

August 13, 2009

MDOT PROJECT MANAGER:

**Melissa Carswell / Dave Schade
Bureau of Transportation Planning, Asset Management Division, Data Collection
425 W. Ottawa
P.O. Box 30050
Lansing, Michigan 48909
Phone: (517) 373-2662 Fax: (517) 373-9255
Email: carswellm@michigan.gov**

The Consultant shall contact the Project Manager prior to beginning any work on this project.

GENERAL INFORMATION:

It is required by FHWA that MDOT submit local road Vehicle Miles Traveled (VMT) through the HPMS program. Michigan's local road network contains 83,617 miles of road. Due to the magnitude of the miles of the local road network, and the funding and resource limitations MDOT would like to know the best practices being used by other states, countries, agencies, to provide traffic estimates that meet FHWA requirements.

SCOPE OF WORK:

MDOT would like to acquire the latest information available concerning methods for estimating Annual Average Daily Traffic (AADT) on the local road system for functional classes: Rural Minor Collector (8), Rural Local System (9), and Urban Local System (19). MDOT would like methods of estimating traffic on local road systems identified, researched, documented, as well as a recommendation of the feasibility of implementation of each method included (best practice).

STUDY LOCATION:

Any roadway classified as an 8, 9, and 19 as defined by the FHWA Functional Classification Guidelines.

Phase 1:

Within two (2) months of project commencement perform a comprehensive search through research articles, interviews, advertised practices or technologies, or methods currently being practiced for estimating traffic on local road systems (functional classifications 8, 9, and 19) that meet FHWA requirements. The research must be comprehensive, and documented.

Phase 1 Deliverables:

Within (2) months of the contract award prepare and deliver five copies of a written report outlining the preliminary project methodologies identified to the MDOT Project Manager for review and approval prior to commencing to phase two and before payment is made.

It should include:

- General descriptions of the methods identified for estimating traffic on Michigan's local road system (functional classifications 8, 9, and 19).
- Identification of any strengths and weaknesses of methods identified to date.
- References for the sources of the information.

An electronic version of same preliminary report created in Microsoft products.

Phase 2:

Within four (4) months of contract award prepare and deliver five copies of the draft final deliverable documents to the MDOT Project Manager for review and approval. The selected consultant will schedule a meeting with the Project Manager two (2) weeks following MDOT's receipt of the draft to review, correct and/or update. Upon completion of all updates, approval will be given to commence to phase three and phase two (2) payment will be made.

Phase 2 Deliverables:

A written report that provides:

- A complete description of each methodology researched for estimating traffic on Michigan's local road system (functional classifications 8, 9, and 19).
- The strengths and weaknesses of each recommended method
- Identify how each of the recommendations estimation types would be implemented.
- Resource requirements for each option.
- References for the sources of the information along with any other pertinent information including contacts.

A written report that provides:

- Recommendations for the most feasible and comprehensive methods)along with justifications for estimating traffic on Michigan's local road system.
- Assurance that FHWA requirements will be been met.

An electronic version of same written reports created in Microsoft products.

Phase 3:

Five final reports detailing the research methods and outcome as outlined in Phase 2 Deliverables.

An electronic version of same written report created in Microsoft products.

CONSULTANT RESPONSIBILITIES

The Consultant's principal contact with the Department shall be through the designated Project Manager.

Participation in an initial project meeting with scheduled follow up meetings as required to carry out the services or as may be required the Project Manager through out the project.

Complete and distribute monthly progress reports to Project Manager.

The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations.

The Consultant will notify the MDOT Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to the review and approval of the MDOT Project Manager.

Notify the Project Manager of any anticipated requests for extensions of time.

The Consultant shall furnish all services and labor necessary to conduct and complete the Services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department.) The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

TYPE OF CONTRACT:

The contract will be on a lump sum basis with three payments identified in the following payment schedule upon MDOT's approval of the deliverables. The contract is anticipated to begin around January 2009, and be completed within approximately six (6) months. If a contract is entered into as a result of this RFP, it will include all necessary services as required in the Scope of Work and will include a delivery schedule.

PAYMENT SCHEDULE

Payment Schedule	
Acceptance of preliminary project methodologies report	Phase I Bid Amount
Acceptance of draft final deliverable documents reports	Phase II Bid Amount
Acceptance of final reports	Phase III Bid Amount

INFORMATION:

Delivery

Final delivery of all products and billing must be made on or before August 13, 2009.

Project Cost

The contract will be awarded to the firm meeting the qualifications review and submitting the lowest bid less than \$100,000 to fulfill the requirements of this Request for Proposal.

BID SHEET

Research Methods of Estimating Traffic PAY ITEMS

All entries on this page must be handwritten in ink or computer generated.

Phase 1

STAFF/CLASSIFICATION	# HOURS	FIXED HOURLY RATE
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Direct Expenses:

Phase 1 Subtotal Bid: _____

Phase 2

STAFF/CLASSIFICATION	# HOURS	FIXED HOURLY RATE
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Direct Expenses:

Phase 2 Subtotal Bid: _____

BID SHEET
Research Methods of Estimating Traffic
PAY ITEMS

Phase 3

STAFF/CLASSIFICATION	# HOURS	FIXED HOURLY RATE
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Direct Expenses:

Phase 3 Subtotal Bid: _____

Total Bid: _____

Consultant Name:	
Consultant Address:	
Date:	
Authorized Signature	

The Michigan Department of Transportation reserves the right to reject any or all bids.